# Supplemental Instruction Overview

SI Leader Job Description

## SI Leader Qualifications

* Overall GPA of 3.0 or above.
* A grade of 3.0 or above in the selected course.
* Completed 24 credit hours.
* Content-competency.
* Good interpersonal and communication skills.
* Reference from UTSA faculty member

**II.** **Primary Activities (10 hours/week)**

* **3 hours**: Attend all **class meetings** of the selected course, take notes and review assigned materials.
* **2 hours**: **Plan** content and facilitation methods for the weekly sessions.
* **3 hours**: Facilitate three 50-minute **study sessions** per week throughout the term using strategies learned through the SI leader training.
* **1 hour**: Maintain **communication** with professor and SI staff.
  + 15 minutes: Meet with course professor to discuss session planning and course content.
  + 45 minutes: Attend and participate in weekly meetings with SI leaders and supervisory staff as an ongoing training component and SI leader assessment
* **1 hour**: Hold an **office hour** each week in SI Office.
* Attend mandatory **SI Leader training** prior to every Fall and Spring semester.

**III. Maintenance Activities**

* Ensure that SI surveys are distributed, collected, and returned to administrative staff. Analyze results with supervisor to determine optimal session times for students.
* Engage in consistent marketing activities including 1) making announcements about the availability of the SI sessions to the students, 2) providing specific examples of content/activities planned for the next sessions and 3) having a visual display of complete session and office hour information at every class meeting.
* Collect attendance data for every SI session. Submit paperwork in a timely fashion.
* Help others develop and use various study skills. Prepare handouts, matrices, learning aids, informal quizzes, and other activities for SI sessions.
* Maintain a professional attitude about matters such as class standards, grades, and student complaints.
* Use interactive learning strategies rather than re-teach, lecture or complete students’ assignments for them.
* As a representative of UTSA and the TRC, model appropriate academic attitudes and behaviors to staff and students.

**Interview Questions:**

* 1. How would you describe the SI Program to another student? The role of the SI leader?
  2. I see you are majoring in \_\_\_\_\_\_\_\_\_\_\_\_. Why did you choose that major?
  3. Give me an example of a specific academic challenge that you encountered and tell me how you dealt with this challenge.
  4. What do you think has contributed most to your academic success?
  5. Describe something that you have done in the last five years that has given you the greatest personal satisfaction.
  6. Are you involved with any other organizations? If so, what role do you play? Will you be working another job during the upcoming semester?
  7. Describe a situation that required you to work with a group of people (in an academic setting). What did you find most challenging about the experience? What was the most rewarding? How did you get through it?
  8. Tell me about how you interact with your faculty.
  9. Tell me about a time when you were given constructive feedback about your work or ideas. Describe your response to this feedback.
  10. Program marketing is an important part of this position. On the first day of class SI leaders give a 5 to 10 minute presentation explaining the SI program and introducing themselves to the class. This initial marketing is followed up with daily announcements regarding the time and place of SI sessions. *Tell me about your previous experience with public speaking. How do you feel about this aspect of the position?*
  11. Giving what you know about SI and what we have talked about so far, how would you help your students become independent learners?
  12. Maintaining a strong GPA, being a full-time student, working as an SI leader, and having a social life requires balance and excellent time management skills. How do you plan on achieving this balance if selected for this position?

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